

United States Army Japan Merit Promotion and Placement Vacancy		雇用の種類/Employment Type <div>MLC</div>	施設名/Location <div>東京/Tokyo</div>
空席告知番号/Announcement No. <div>MLC(T)15-114</div>	募集期間/Opening Period <div>Open Until Filled</div>	募集範囲/Area of Consideration <div>すべて/All</div>	
職種名・職種番号・基本給表・等級/Job Title, Job Number, BWT, Grade Administrative Specialist, #9, BWT 1-3/1-4 *See below CONDITIONS OF EMPLOYMENT.		基本給/ Basic Wage <div>¥187,700</div> <div>¥167,500 (BWT 1-3)</div>	
部隊名/Organization <u>See below CONDITIONS OF EMPLOYMENT.</u> Production Department Stars & Stripes Pacific *See below CONDITIONS OF EMPLOYMENT.		勤務時間/Work Schedule 週 40 時間制/Hours Per Week、 0900～1745 Hours <input checked="" type="checkbox"/> 月/M <input checked="" type="checkbox"/> 火/Tu <input checked="" type="checkbox"/> 水/W <input checked="" type="checkbox"/> 木/Th <input checked="" type="checkbox"/> 金/F <input type="checkbox"/> 土/Sa <input type="checkbox"/> 日/Su <input type="checkbox"/> 変則勤務/Irregular Shift Work 2 shifts (Day & Night)	
応募時に提出するもの/ Documents Required to Apply (Applications and Other Documents) <p>*ご応募に際して注意事項 (http://www.usagi.jp.pac.army.mil/gojobs/howtoapply_jp.aspx) を必読し、申請用紙は応募する毎に同ページより最新版をダウンロードしてください。最新版の申請用紙を使用しない応募は無効となりますのでご注意ください/ Please click on the above URL, read through how to apply, and use the most updated application downloaded at the website. Application without using the most current application is <u>invalid</u>.</p> <p>**USFJ フォーム 196 aEJ、職務記述書、資格・証明書、その他 KSA を証明する書類など、すべてが揃って初めて応募書類一式として有効となります。必要な情報はすべて記入してください/ USFJ Form 196aEJ, resume of work experience, and licenses/certificates or other documents necessary to demonstrate your KSA and qualification should be included in complete application package for consideration.</p> <p>申請用紙 / Applications : <input checked="" type="checkbox"/>履歴書/USFJ FORM 196aEJ <input checked="" type="checkbox"/>職務経歴書 / Resume of Work Experience <input type="checkbox"/>質問状 / Questionnaire (該当する場合は、この空席広報最終ページに質問状 (別添) があります / If applicable, the sheet of Questionnaire is attached at the last page of this vacancy announcement)</p> <p>申請用紙の記入言語 / Language to complete applications : <input checked="" type="checkbox"/> 英語/ English <input type="checkbox"/> 日本語/ Japanese <input type="checkbox"/> 日本語 (英語での記入も可) / Japanese (English is acceptable as well) <input checked="" type="checkbox"/> ALCPT、TOEIC®、TOEFL®のスコア、もしくは英検の等級の証明書の写し/Copy of ALCPT score, TOEIC® score, TOEFL® score or EIKEN grade. <input type="checkbox"/> 日本の運転免許証の写し/Copy of Japanese driver's license <input checked="" type="checkbox"/> 最高学歴の卒業証明書の写し/Copy of diploma of highest education completed. *最低必要応募資格基準の注釈(**)をご覧ください/ Please see the note (**) under MQS requirement. <input type="checkbox"/> その他/Other</p>			
採用までに提出するもの/ Additional Documents Required Before Hiring 最高学歴の卒業証明書の写し/Copy of diploma of highest education completed			
応募方法/To Apply <p>上記の書類を締切日までに担当の人事課まで郵送してください。締切日の午後 3 時必着。ファックス、電子メール及び宅配便での応募は受理できません。提出された応募書類は返却いたしません。 記載漏れや必要な証明書、署名等の不備がある、あるいは締切時間以降に届いた応募書類は、審査不可となります。 記載内容に虚偽の申告があると認められたときは応募が無効となります。 Mail the application to the office shown in the bottom of this form along with necessary documents specified above. Application must be received no later than 1500 hours on the closing date. Applications sent through fax, e-mail and/or delivery dealers except Japan Post Co., Ltd. are not accepted. All submitted documents will not be returned. Incomplete applications (applications without signature, required information or certificates/documents) and applications not meeting the suspense time and date will not be considered. Applications, if found with false statements, are invalid.</p>			
提出先 宛先 〒252-0000 神奈川県座間市 キャンプ座間 Bldg 102 G-wing 宛名 在日米陸軍 日本人事務所 雇用課 MLC(T)15-114		Submit To Address: Bldg 102 G-wing, Camp Zama Zama-shi, Kanagawa-ken 252-0000 Name: JESO, G1, USARJ MLC(T)15-114	

職務内容/Duties:

1. Assists Print Shop manager to track and create daily/weekly/monthly reports, related to commercial print operation. Works with Print Shop Manager, Estimator, Scheduler, and administrative specialist to assess what types of documents can get out of the machine reports and job bags. Provides efficient reports for Production daily operation. (40%)
2. Checks Job Ticket, and determines most suitable layouts for each print job. Prepares print layouts with a chief of press operators to ensure efficiency of each print job. Keeps job tickets in order and approachable. Scans all information in the Job Bag and put them into Y:Drive to make all information available for all employees who involved with each print job. (30%)
3. Maintains administrative paperwork such as personnel actions, gate pass request and other internal and external administrative forms: creates and submits purchase order request for Print Shop, tracks all materials used in Print Shop to ensure sufficient amount of materials are ready to use for the daily operation, coordinates Print Shop materials and supplies requirements with Supply section, tracks all inventory items used in Print Shop to ensure sufficient amount of items are ready to use for the daily operation, prepares monthly physical inventory reports, brings all daily reports together and finalize them as Physical Inventory Monthly Report and submits to Finance and Accounting Office, gets quotes from outside vendors when needed, needs to inform outside vendors of what we would like to order with specific information such as deadline, requesting number of products, number of pages when Job Shop needs to farm out jobs, maintains administrative paperwork such as personnel actions, gate pass request and other internal and external administrative forms. (30%)

Performs other related or incidental duties as assigned.

最低必要応募資格基準/Minimum Qualification Standards (MQS) Requirements:

BWT 1-3

Must have at least one (1) year of general work experience OR Completion of two (2) year junior college/university or technical or business school that requires a high school completion or equivalent.

BWT 1-4

Must have at least one (1) year of specialized experience equivalent to the next lower grade level (BWT 1-4) OR Completion of four year college/university in related field OR 2 academic year of graduate level education.

*The specialized experience means the experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled. Failure to submit required documentation may result in non-consideration for this position.

****When substituting education for special experience, a certificate of graduation and/or diploma must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.**

要求される語学能力/Required Language Proficiency Level :

BWT 1-3

Elementary Proficiency Requirement: Language Proficiency Level 1, TOEIC® 400, TOEFL® (iBT 32, PBT 436) or EIKEN Grade 3

BWT 1-4

Average Proficiency Requirement: Language Proficiency Level 2, TOEIC® 470, TOEFL® (iBT 48, PBT 460) or EIKEN Grade Pre 2.

要求される雇用条件/Required Condition of Employment:

1. Must be able to pass required physical exam and be physically fit to perform duties above.
2. Must be available to work overtime when required.

*Selection may be made at a lower grade (Clerk, #42, BWT 1-3) depending on the qualifications of the applicant. Incumbent may be non-competitively promoted upon supervisor's confirmation that the incumbent is performing at the next higher level. Promotion is not automatic but is contingent upon completion of all requirements to include training and/or qualifications/licenses, Time in Grade (TIG) and classification review.

タイムイングレード/Time-In-Grade (TIG):

BWT 1-4:

To be promoted, current MLC/IHA employee applicants must have served at least 6 months in any USFJ permanent positions at the next lower grade (BWT 1-3) or above. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.